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**PROGRAMS****Pg. 8 Massage Therapy AAS Degree**Massage Therapy requirement should read:**Length of Program**

- 7 Quarters **Full-Time**
- 11 Quarters **Part-Time**

**Pg. 9 Medical Assisting AAS Degree**Mathematics requirement should read:**Mathematics** (*Select one*)

G160	General Education Statistics	4
G161	Quantitative Literacy	4

**Pg. 13 Business Management AAS Degree**D132 should read:

B132	Computer Applications and Business Systems Concepts	3
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**Pg. 15 Criminal Justice AAS Degree**Add two Career Opportunities:

- Peace Officer
- Law Enforcement

**Business Management BS Degree Program**

See page 12 of Addendum for details.

## COURSE DESCRIPTIONS

### CHANGE “COURSE DESCRIPTIONS” SECTION TO READ:

#### **B095 Combined Basic and Intermediate Algebra (pg. 19)**

Prerequisite should read:

Prerequisite: Passing grade in Geometry or placement determined by placement test score.

#### **D132 Computer Applications and Business Systems Concepts (pg. 21)**

Title and number should read:

#### **B132 Computer Applications and Business Systems Concepts**

#### **G142 Introduction to Sociology (pg. 22)**

Course description should read:

A study of society, including the rules, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people.

#### **G160 General Education Statistics (pg. 22)**

Course description should read:

The general education statistics course provides students with an opportunity to acquire a reasonable level of statistical literacy and thus expand their base for understanding a variety of work-related, societal, and personal problems and statistical approaches to solutions of these problems. The main objective of the course is the development of statistical reasoning. Detailed techniques of statistical analysis and the mathematical development of statistical procedures are not emphasized.

Prerequisite should read:

Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

#### **G161 Quantitative Literacy (pg. 22)**

Prerequisite should read:

Prerequisite: Passing grade in Foundations coursework or placement determined by placement test score.

#### **G230 Introduction to Literature (pg. 22)**

Course description should read:

This course offers an introduction to the most common literary genres: Fiction, poetry, drama, and literary non-

fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts.

Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.

#### **J100 Introduction to Criminal Justice (pg. 22)**

Prerequisite should read:

Prerequisite: none

#### **J116 Case Management (pg. 22)**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

#### **J205 Juvenile Justice (pg. 22)**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

#### **J211 Counseling Clients (pg. 22)**

Prerequisite should read:

Prerequisite: Introduction to Criminal Justice or Introduction to Human Services

#### **MA230 Medical Assistant Externship (pg. 24)**

Prerequisite should read:

Prerequisites: Laboratory Skills for Medical Assisting; all core medical classes completed

Note: During the MA Externship, the only course(s) a student should have in conjunction with the externship is Career Development and/or a General Education course, and these must be online due to the strict nature of an externship schedule.

#### **MA241 Human Anatomy and Physiology I (pg. 24)**

Course description should read:

A study of the structure and function of the human body. A body system approach to learning will include the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems. Students will complete laboratory exercises coordinated with course content and will include

microscopic observation, experimentation, dissection activities and study of anatomical models.

**NM211 Introduction to Computer Graphics (pg. 26)**

Change spelling error in first sentence to read:

This course gives students an overview . . .

**PL110 Introduction to Legal Research (pg. 26)**

Prerequisite should read:

Co-requisite: Introduction to Law and the Legal System

**PL219 Law Office Technology (pg. 27)**

Prerequisite should read:

Prerequisite: Introduction to Law and the Legal System

## ACADEMIC INFORMATION AND COLLEGE POLICIES

**Remove:****Residency Requirements for Online Programs (pg. 32)****Add policy:****2+2 Matriculation**

Students who have completed an associate's degree from an accredited institution may enroll in a Rasmussen College bachelor's degree in the same program area (i.e., business degrees are required for business, accounting for accounting, criminal justice / law enforcement for criminal justice) with immediate junior-level standing. A block of 90 quarter credits for graduates from other accredited institutions or the number of credits earned from Rasmussen College graduates—minus any credits needed because of prerequisites or program emphasis that are lacking—will be posted in the student's academic transcript upon enrollment. Students who have not completed emphasis courses or prerequisite courses for junior- or senior-level coursework may be required to complete the emphasis courses or prerequisites, depending on the applicability of their prior coursework. Students must complete the required number of total credits, including all emphasis credits, to graduate from the bachelor's degree program.

**Add policy:****Medical Assisting Program Enrollment (Rockford only):**

Beginning in February 2010 enrollment will be limited to 24 full-time students each quarter in the Medical Assisting Program. Students must complete their Medical Assisting cohort courses during the day; foundations and general education courses may be taken online or in the evening. In order to ensure appropriate progression through the program, Medical Assisting Students must maintain a schedule of at least three courses per quarter unless the student has received transfer credits upon admission into the program.

**Add policy:****Massage Therapy Program Enrollment (Rockford only):**

Students enrolled in the Massage Therapy program must complete their program within the Length of Program set out in the college catalog. The Massage Therapy program admits students in January, April, July, and October only.

Each cohort is limited to a maximum of 20 students. Space is available on a first-come, first-served basis. Students who are not included in the cohort of their choice may choose to be added to a waitlist for the next program start. Courses can be taken online whenever possible, however, all residential courses will be taken according to cohort start date. Cohorts starting in April and October must complete their residential coursework during the day; cohorts starting in January and July must complete their residential coursework during the evening.

**Add policy:****Early Childhood Education AAS Degree and Business Management Bachelor's Degree with Child Development Specialization**

Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree may request a waiver from Foundations of Child Development; Curriculum and Instruction; and Health, Safety and Nutrition if they wish. The Academic Dean will review the student's credential, and if the criteria are met, will waive the course requirements and the grades will be posted on the student record as a "CW."

**Pg. 28 College Acceptance or Rejection of Application for Admission****Under "Background Checks," the first paragraph should read:**

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that "passing" a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete practicum activities or obtain employment upon graduation. The programs that require a background check for admission are the following:

- Massage Therapy AAS
- Medical Assisting AAS
- Pharmacy Technician AAS
- Early Childhood Education AAS
- Criminal Justice AAS
- Paralegal AAS

**Pg. 29 Developmental Education Continued**Second paragraph should read:

B097 Foundations of English I is not offered online. Students who place at the level of Foundations of English I after taking the placement examination are not eligible to enroll in online classes or online programs until the successful completion of B097.

**Pg. 29 Foundation Courses Timeframe**First sentence should read:

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first four quarters.

**Pg. 29 Grading System**Under “Point Scale”:

“WX” grade should read “Foundations Withdrawal”

**Pg. 29 Grading System**Under “Lab-Intensive Allied Health Programs Grade Scale,” make the following changes:

1. Delete “Lab-Intensive” in section title so new section title reads “Allied Health Programs Grade Scale”
2. Change first sentence below that to read “The following grade scale applies to all ES, MA, ML, MT, PB, PT, ST, and M coursework.”

**Pg. 29 Incomplete Grade Policy**First line of first paragraph:

“I/In” should read “I/IN”

**Pg. 30 Incomplete Policy for Practicums**

Delete this entire section.

**Pg. 30 Transfer Credit Policy**8g should read:

8g. For courses that are not part of a conferred degree to be considered for transfer, credits for major/core courses completed at other institutions must have been earned within the previous ten years of the transfer request date; for courses that are part of a conferred degree that are applicable to the program in which the student enrolls, the time restriction may be waived. Credits in information

technology or computer science/computer applications completed at other institutions must have been earned within the previous five years of the transfer request date. Credits in nursing completed at other institutions or at Rasmussen College must have been earned within the previous one year of the transfer request date. General education credits may be considered for transfer regardless of completion date. General education courses that are included as part of a program major/core are to be considered as general education credits for purposes of transfer.

**Pg. 30 Course Waivers**Second paragraph should read:

Students with a minimum cumulative GPA of 3.0 in their program major courses and who have significant coding experience may request a waiver for M251 Medical Coding Practicum. Students must complete and submit the required paperwork to their Program Coordinator for approval prior to the start of the quarter of the practicum. Documentation will be required from the student’s employer. The Program Coordinator will inform the Academic Dean of the result of the evaluation, and if the waiver is granted, the grade posted in the student record will be a “CW.”Pg. 31 **General**

**Education Requirements for Rasmussen College Credentials**Second paragraph should read:

Diploma candidates must successfully complete twelve (12) credits of general education coursework, including English Composition, a math course and an additional course as designated by program.

**Pg. 31 Transcripts**Policy should read:

Official transcripts of credits will be given to students when all tuition obligations have been met.

A fee of \$5.00 is charged for each official transcript. This fee is charged to all students requesting an academic transcript with exception to graduates and completers.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances such as having an outstanding financial obligation to the College.

**Pg. 31 Attendance**

Add a fourth paragraph that says:

Practicums/Externships in Allied Health programs have attendance expectations that differ from the attendance policy above. These attendance policies can be found in the program-specific manuals/handbooks.

**Pg. 31 Academic Misconduct Policy**Fourth paragraph should read:

The offenses can be from two different courses, or from the same course in the same quarter. The administration reserves the right to expel a student from the College if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner. Instructors and deans should work together to the extent possible prior to any communication with the student to determine the exact nature of the incident or incidents in question, in order to determine if misconduct has indeed occurred and how the situation should be handled.

**Pg. 31 School of Business Mission Statement**Add the following paragraph before “Graduation Requirements” paragraph:

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to life-long learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

**Pg. 37 Accreditation**Statement on Health Information Technician accreditation should read:

The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato and St. Cloud Campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin – is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician Associate’s degree offered at the Aurora Campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).

- Commission on Accreditation for Health Informatics and Information Management Education  
233 N. Michigan Ave., 21st Floor  
Chicago, IL 60601-5800  
(312) 233-1100

Statement on Medical Assisting accreditation should read:

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350

Statement on Surgical Technologist accreditation should read:

The Surgical Technologist AAS program at the Brooklyn Park and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

**Back cover**Romeoville/Joliet campus address and phone number should read:

**Romeoville/Joliet Campus**  
1400 West Normantown Road  
Romeoville, IL 60446  
815-306-2600

**Back cover**

Wausau campus phone number should read:  
715-841-8000

Add the following campus locations:

**Tampa/Brandon Campus**

Highland Oaks IV  
4042 Park Oaks Blvd.

4th Floor  
Tampa, FL 33610

**Blaine Campus**

3629 South 95<sup>th</sup> Ave. NE  
Blaine, MN 55014  
(763)795-4720

## COLLEGE FACULTY AND STAFF

**ACADEMIC ADMINISTRATION (pg. 39)**Remove:

Claudia Fortney Mankato

Add:

**Seth Berg**, Manager of Student Learning Eden Prairie  
*M.F.A., Bowling Green State University*  
*B.A., University of Toledo*

**Caroline Gulbrandsen** Rockford  
 Dean of Faculty  
*M.Ed., Florida Atlantic University*  
*B.A., University of South Florida*

**Timothy Loatman** Romeoville  
 Academic Dean  
*M.A., Colorado State University*  
*B.A., Moorhead State University*

**Dave Lungren**, Senior Dean Chicago  
*M.S.Ed., Education Media Design & Technology,*  
*Full Sail University*  
*B.A., University of Chicago*  
*B.A., Columbia College*

The following individuals should read:

**Brooks Doherty** Brooklyn Park  
 Dean of Faculty  
*M.A., University College London*  
*B.A., University of Minnesota*

**Shawn Schulte** Brooklyn Park  
 Dean of Student Learning  
*M.S., B.S., University of Minnesota – Twin Cities*

**Tracy Tepley** Eden Prairie  
 Dean of Faculty  
*M.S, B.S., North Dakota State University*

**Pam Josifek** Green Bay  
 Dean of Student Learning  
*M.B.A., University of Wisconsin – Oshkosh*  
*B.S., University of Wisconsin - Madison*

**CAMPUS ADMINISTRATION (pg. 40)**Remove:

Dean Fredericks Mankato  
 Robin Robatcek St. Cloud

Add:

**Angie Wood** Aurora  
 Director of Campus Operations  
*M.B.A., B.A., Benedictine University*

**Juliana Kloczek** Green Bay  
 Director of Campus Operations

*M.B.A., West Virginia Wesleyan College*  
*B.A., John Carroll University*

**Kathy Clifford** Mankato  
 Director of Campus Operations  
*B.A., Minnesota State University – Mankato*

**Sue Williams**, Campus Director Wausau  
*B.S., University of Wisconsin – Eau Claire*

**Bill Panella** Wausau  
 Director of Campus Operations  
*M.B.A., Clarkson University*  
*B.A., Central Michigan University*

**Lynne Croteau** Online  
 Campus Director (Florida)  
*M.B.A., M.H.R.M., B.S., DeVry University*

**Dena Tuschen** Online  
 Director of Campus Operations (Minnesota)  
*B.A., University of Minnesota – Duluth*

The following individuals should read:

**Jodi Jalowitz** Lake Elmo  
 Director of Campus Operations  
*M.Ed., Ohio University*  
*B.S., University of Wisconsin*

**Jon P. Peterson** Online  
 Campus Director (Minnesota)  
*B.S., University of St. Thomas*

**Seth Grimes** Online  
 Director of Campus Operations (Florida)  
*M.B.A., Benedictine University*  
*B.S., University of Alabama*

**ADMINISTRATIVE SUPPORT (pg. 40)**Remove:

Lynnette Butler Lake Elmo  
 Stacy LaVigne St. Cloud

Add:

**Diane Nemitz**, College Registrar Twin Cities  
*M.A., Concordia University*  
*B.A., University of St. Thomas*

**Sarah Van Hoof** Aurora  
 Administrative Assistant  
*B.S., University of Wisconsin – Green Bay*  
*A.A.S., University of Wisconsin – Fox Valley*

**Suzanne Hoefs**, Schedule Coordinator Lake Elmo  
*B.A., University of St. Thomas*

**David Norine**, Schedule Coordinator Lake Elmo

*B.A., St. John's University*  
**Claudia Fortney**, Schedule Coordinator Mankato  
*B.S., A.A., Minnesota State University – Mankato*

**Suzanne Affrunti** Rockford  
 Administrative Assistant  
*A.A.S., Triton College*

**Susie Bieniek**, Registrar St. Cloud  
*B.S., Concordia University*

**Jonna Gruenes**, Schedule Coordinator St. Cloud  
*B.A., College of St. Benedict*

The following individuals should read:

**Tammy Deppe** Green Bay  
 Schedule Coordinator  
*B.A., St. Norbert College*

#### SCHOOL OF ALLIED HEALTH (pg. 41)

Remove:

Carla Offhaus Aurora  
 Angela Mason Lake Elmo

Add:

**Linda Kennedy** Aurora  
 Health Information Technician Program Coordinator  
*M.B.A., Benedictine University*  
*B.S., University of Illinois – Chicago*

The following individuals should read:

**Lorrie Laurin**, MT (ASCP) Twin Cities  
 Director, School of Allied Health  
*B.A., Carthage College*

**Tammy Renner**, MS, MT (ASCP) Twin Cities  
 Medical Laboratory Technician Program Director  
*M.S., University of North Dakota*  
*B.S., Minot State University*

**Sarah Rodarte**, CMT Rockford  
*A.A.S., McHenry County College*  
*Diploma, Chicago School of Massage Therapy*

#### SCHOOL OF BUSINESS (pg. 42)

Add:

**Carla Offhaus**, CST Aurora  
*D.C., National College of Chiropractic*  
*M.B.A., American Intercontinental University*  
*Certificate, Waubesa Community College*

The following individuals should read:

**Drew Dresden** Aurora

*M.A.F.M., DeVry University*  
*B.S., Illinois State University*

#### SCHOOL OF EDUCATION (pg. 42)

Add:

**Kelly Kist** Online  
 Early Childhood Education Program Coordinator  
*B.A., Pacific Oaks College*  
*A.S., Santa Barbara City College*

#### SCHOOL OF JUSTICE STUDIES (pg. 42)

Add:

**Jason Weber** Eden Prairie  
*M.A., Concordia University*  
*B.S., Evangel University*

**Emily Little** Lake Elmo  
*M.S., B.S., St. Cloud State University*

#### SCHOOL OF NURSING (pg. 43)

Remove:

John Menez Brooklyn Park  
 Pamela Stellmach St. Cloud

Add:

**Ruth Haugen** Brooklyn Park  
*M.S.N., Minnesota State University*  
*B.S.N., Augsburg College*  
*A.S.N., Rochester State Junior College*

**Beth Anglin**, Dean of Nursing Green Bay  
*M.S.N. University of Phoenix*  
*B.S.N. University of Phoenix*

**Sheryl Stogis** Green Bay  
 Regional Director of Nursing  
*B.S., Northwestern University*  
*Dr. PH, University of Michigan*

**Deborah Matzke-Lewis** Mankato  
*B.S.N., Mankato State University*

**Laura Rydholm** Mankato  
*M.S., University of Minnesota*  
*B.S.N., Gustavus Adolphus College*

The following individuals should read:

**Dana Feld**, RN, Dean of Nursing Eagan  
*M.S., University of Minnesota*  
*B.E.S., St. Cloud State University*

#### SCHOOL OF TECHNOLOGY AND DESIGN (pg. 43)

Remove:

Stacy Kvernmo Aurora

Add:

**Edward Peterson** Rockford  
*M.I.T., American Intercontinental University*  
*B.A., Judson University*  
*A.A.S., Rockford Business College*

The following individuals should read:

**Joseph Wolz, MOAS** Aurora  
*M.A., B.A., Southern Illinois University*

**GENERAL EDUCATION AND DEVELOPMENTAL EDUCATION (pg. 44)**

Remove:

Seth Berg Eden Prairie  
 Barb Anderson Rockford  
 Luis Rodriguez Rockford  
 Erin Werthman Rockford  
 Tim Whitham Rockford

The following individuals should read:

**Jason Loewen** Lake Elmo  
*M.S., B.S., University of Minnesota – Twin Cities*

**LIBRARY AND LEARNING CENTER (pg. 43)**

Remove:

Jen Fong Aurora

Add:

**Adrienne DeSalvo** Aurora  
 Learning Center Coordinator  
*M.A., Northern Michigan University*  
*B.A., Michigan State University*

**Dawn Sommers, Assistant Librarian** Eagan  
*M.L.I.S., College of St. Catherine*  
*B.A., University of St. Thomas*

**Cynthia Reynolds, Reference Librarian** Rockford  
*M.L.I.S., University of Illinois – Urbana/Champaign*  
*B.S., Illinois State University*

**Jon Mladic** Rockford  
 Learning Center Coordinator  
*B.A., Illinois Wesleyan University*

**Beth Marie Gooding** Online  
 Reference Librarian  
*M.S., M.L.S., Indiana University*  
*B.A., University of Iowa*

The following individuals should read:

**Dennis M. Johnson** Lake Elmo  
 Reference Librarian  
*M.L.I.S., Dominican University*  
*B.A., Winona State University*

**Stephanie Kane** Mankato  
 Learning Center Coordinator  
*M.A., Minnesota State University – Mankato*  
*B.A., Nyack College*

**CAREER SERVICES (pg. 45)**

Add:

**Emily Simon, Career Services Advisor** St. Cloud  
*M.S., St. Cloud State University*  
*B.A., Southwest Minnesota State University*

**ADMISSIONS (pg. 45)**

Remove:

Juliana Klocek Green Bay  
 Kathy Clifford Mankato  
 Dan Buesgens Online

Add:

**Stephen Brown** Twin Cities  
 National Director of Corporate Development  
*B.S., University of Dayton*

**J. Christopher Phillips** Twin Cities  
 National Director of Admissions  
*B.A., University of Wisconsin – Madison*

**Matthew McIntosh** Brooklyn Park  
 Director of Admissions  
*B.A., University of Minnesota*

**Mark Taggart, Director of Admissions** Green Bay  
*B.A., University of Wisconsin – Green Bay*

**Patrick Green, Director of Admissions** Lake Elmo  
*B.A., College of St. Scholastica*

**Timothy Fritche** Mankato  
 Director of Admissions  
*B.S., University of Wisconsin*

**Trisha L. Wills, Director of Admissions** Rockford  
*M.B.A., Colorado Technical University*  
*B.S., University of Illinois – Urbana/Champaign*

**Scott Dawson, Director of Admissions** St. Cloud  
*B.S., Rasmussen College*

**Patrick Schmidt** Wausau

Director of Admissions  
*B.A., Judson University*  
**Kevin Roberts**, Director of Admissions Online  
*B.S., University of South Dakota*

The following individuals should read:  
**Tony Perez**, Director of Admissions Aurora  
*M.B.A., B.A., Aurora University*  
*A.A.S., Harper College*

**STUDENT SERVICES (pg. 45)**

Remove:  
 Bridget Spencer Mankato  
 Carrie Daninhirsch Online

Add:  
**Dean Fredericks** Mankato  
 Director of Student Services  
*A.A.S., Rasmussen College*

**Matthew Strum** Mankato  
 Student Services Coordinator  
*B.A., Luther College*  
**Rebecca Rudolph** Rockford  
 Scheduler and Academic Advisor  
*B.A., University of Wisconsin – Whitewater*

The following individuals should read:  
**Angela Craig**, Student Services Advisor Eagan  
*B.A., Fort Lewis College*  
**Jamie Hauer**, Student Scheduler Eagan  
*M.S., Argosy University*  
*B.A., Carroll College*  
**Jeff Laing** Online  
 Academic Advisor  
*A.S., Full Sail Real World Education*

**STUDENT FINANCIAL SERVICES (pg. 46)**

Remove:  
 Kyle Ingebrigtsen Brooklyn Park  
 Tammy Greig Rockford

Add:  
**Charmaine Merritt** Twin Cities  
 Bench Director of Student Financial Services  
*B.A., Metropolitan State University*  
**Rania Henry** Aurora  
 Financial Planning Coordinator  
*M.B.A., B.A., Benedictine University*  
**Christina Ritter** Brooklyn Park  
 Financial Planning Coordinator  
*B.A., Alverno College*  
**Michelle Sykora** Lake Elmo  
 Financial Planning Coordinator  
*A.A.S., Rasmussen College*

**Michelle Ahrendt** Mankato  
 Director of Student Financial Services  
*A.A.S., Rasmussen College*

**Andrew F. Byrnes** Rockford  
 Student Accounts Manager  
*B.S., Northern Illinois University*  
*A.S., Highland Community College*

**Amy Gustafson**, Financial Aid Officer Rockford  
*B.A., Western Illinois University*  
**Valerie Jensen** Rockford  
 Financial Planning Coordinator

*B.S., University of Wisconsin – Madison*  
**Stacy LaVigne** St. Cloud  
 Financial Planning Coordinator

*B.S., Southwest State University*  
**Aaron Peterson**, Financial Aid Officer St. Cloud  
*B.S., St. Cloud State University*

The following individuals should read:  
**Kate Lauer**, Financial Aid Officer St. Cloud  
*B.S., A.A.S., Rasmussen College*

**Amy Wentland** St. Cloud  
 Financial Planning Coordinator  
**Ashley Croly** Online  
*B.A., B.S., Stetson University*

**BUSINESS MANAGEMENT BACHELOR OF SCIENCE DEGREE**

• 12 Quarters Full-Time • 16 Quarters Part-Time

**CAREER OPPORTUNITIES**

• Sales Worker Supervisor • Human Resource Manager • Marketing Manager • E-Retail Manager • Director • Operations Manager

**OBJECTIVE**

Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

**FOUNDATION COURSES**

B094	Geometry	4
B095	Combined Basic and Intermediate Algebra	4
B097	Foundations of English I	4
B098	Foundations of English II	4

*Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.*

**GENERAL EDUCATION COURSES**

English Composition (All required)

G124	English Composition	4
G126A	English Composition 2	4

Communication (Required course)

G227	Oral Communication	4
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Humanities and Fine Arts (Select 3 courses)

G125	Humanities	4
G145	Film Appreciation	4
G230	Introduction to Literature	4
G333	American Religious History	4

Math (All required)

G160	General Education Statistics	4
G161	Quantitative Literacy	4

Natural Sciences (All required)

G156	Human Biology	4
G156L	Human Biology Lab	2
G239	Introduction to Astronomy	4
G245	Introduction to Geology	4

Social Sciences (Select 3 courses; \* Required-Select 1)

G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G203	* Macroeconomics	4
G204	* Microeconomics	4
G242	American U.S./National Government	4
G270	United States History: 1900 to the Present	4
G401	Comparative Politics	4

Total general education credits 58

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

A232	Financial Accounting	4
A242	Managerial Accounting	4
B205	Business Calculus	4
B215	Business Statistics	4
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B132	Computer App & Bus Systems Concepts	3
E242	Career Development	2

**UPPER DIVISION**

B323	Advanced Principles of Marketing	4
B330	Advanced Principles of Financial Management	4
B333	Principles of Management II	4
B351	Management of Information Systems	4
B360	Operations Management	4
B365	Human Resource Management	4
B370	Organizational Behavior	4
B415	Risk Management	4
B460	Strategic Management	4
B472	Internship	2
B491	Legal and Ethical Environment of Business	4
B498	Management Capstone	4

**ELECTIVE COURSES**

A151	Accounting I	4
A152	Accounting II	4
B136	Introduction to Business	4
B250	Training and Development	4
B271	Professional Communication	4
B352	International Business	4
B371	Research and Report Writing	4
B382	Insurance	4
B404	Negotiation and Conflict Management	4
B417	Information Technology Project Management	4
B428	Money and Banking	4
B441	Personnel and Labor Relations	4
B474	Small Business Management	4
B492	Contemporary Leadership Challenges	4

**TOTAL DEGREE CREDITS**

Lower Division Major and Core Credits	33
Upper Division Major and Core Credits	46
Business Elective Credits	32
Elective Credits	12
General Education Credits	58
Total Degree Credits	181*

*This Degree Program is also offered online.*

*\* Credit totals do not include Foundations Courses. These courses may be required of some students based upon placement examinations.*

